

# JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA  
**An Equal Opportunity Employer**  
Human Resources Office, 498 Ave Lukusa, Kinshasa  
Phone 081-8806193; e-mail: HRKinshasa@state.gov

**ANNOUNCEMENT NUMBER: 10-46**

**OPEN TO:** All interested candidates  
**POSITION:** Receptionist/Escort, FSN-125-5; FP-9  
**OPENING DATE:** May 3, 2010  
**CLOSING DATE:** May 17, 2010  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office  
(Position Grade: FP-9 to be confirmed by Washington)

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Kinshasa is seeking an individual for the position of Receptionist/Escort in the Management Section.

## **BASIC FUNCTION OF POSITION**

Job holder is located at the main entrance to the Joint Administrative Operation (JAO) compound. Job holder provides information, regulates visitor traffic, and provides escort service as necessary for authorized visitors. Delivers letters, job applications, and packages from reception area to appropriate offices. May be required to provide routine clerical assistance, stuffing envelopes, collating, labeling, etc. Keeps log book on all visitors.

## **QUALIFICATIONS REQUIRED**

*NOTE: Applicants must provide specific and comprehensive information to support each criteria below: Please provide any required academic diplomas and/or certificate.*

**Education:** Completion of secondary school is required.

**Experience:** Two years of clerical experience as receptionist, clerk or escort is required.

**Language Proficiency:** Level III (Good working knowledge) English and French is required.

**Knowledge:** Knowledge of clerical procedures required. Good general knowledge of location of embassy and agencies as well as location of individual offices. Good knowledge of forms used in the Mission. Typing skills, level II; familiar with Microsoft Word, Excel and use of office equipment.

**Skills and Abilities:** Knowledge of offices' organization and functions sufficient to refer visitors, telephone calls, etc. Knowledge of telephone etiquette and procedures; able to question visitors and callers tactfully to determine exact nature of their inquiries.

## **SELECTION CRITERIA**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612), which can be obtained at <http://www.usajobs.gov/forms.asp> or by contacting Human Resources at 498 Avenue Lukusa, Kinshasa, Tel: 081-8806193;
2. or A current resume or curriculum vitae that provides the same information as an OF-612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., cover letter, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Nepotism/conflict of interest, budget, and residency status will be considered in determining successful candidacy.
6. Current employees serving a probationary period are not eligible to apply.

## **DEFINITIONS**

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he::
  - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

**CLOSING DATE:** May17, 2010

Drafted: HR: FNSASU

Cleared: HR: HRMULLER

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